

## PROGRAMME COORDINATING BOARD

### FORTY-SIXTH MEETING

DATE: 23 – 25 June 2020

VENUE: Virtual Platform - Interprefy

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## Information for Participants

The present information note has been prepared to facilitate participant's engagement and ensure a successful virtual PCB meeting. It will be updated closer to the meeting and should be read in conjunction with:

- Reorganization of the 2020 UNAIDS PCB meetings in view of the COVID-19 crisis ([UNAIDS/PCB \(46\)/20.2](#))
- Modalities and Procedures for the 46<sup>th</sup> UNAIDS virtual meeting ([UNAIDS/PCB \(46\)/20.3](#)); *and*
- [Guidance on technical modalities for participation](#)

### DATE AND VENUE

As a follow-up to the decision of the UNAIDS Programme Coordinating Board (PCB) ([UNAIDS/PCB \(46\)/20.2](#)) the forty-sixth meeting of the UNAIDS PCB will be held on the virtual [Interprefy](#) platform through video conferencing from Tuesday, 23 June to Thursday, 25 June 2020.

The meeting will be run from the WHO Executive Board room with representatives of the PCB Chair, the UNAIDS Executive Director, Deputy Executive Directors, and Secretariat support staff present in the room.

The virtual sessions will be held on all three days from 13:00 to 16:00 (Geneva time) to accommodate participants from different time zones ([PCB annotated agenda](#) and [PCB timewise agenda](#)). The thematic segment, originally planned for the third day, has been rescheduled to December 2020.

### REGISTRATION PROCESS FOR PCB MEMBERS

Online registration is required for the PCB meetings through the registration link on the UNAIDS website by the **deadline of Friday, 5 June 2020**: <http://pcbregistration.unaids.org/>

**REGISTRATION PRE-MEETINGS** - For those who would like to participate in the PCB related pre-meetings which will start on Wednesday, 3 June 2020, the registration should be completed the latest by **Wednesday, 27 May 2020**. Registered participants will receive a link for testing their connectivity with Interprefy. A week is necessary for Interprefy to complete an IT and security check with each individual meeting participants.

**REGISTRATION LIMITATIONS** - Due to the technological limitations and security considerations that accompany a virtual meeting, registration to the meetings will be limited to **three (3) speakers** and **three (3) listeners** per delegation for each of the twenty two PCB Members States, per each of the six seats for the cosponsors and the five seats for the NGO delegation. Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. For PCB Member with fewer than three members participating, all members of the delegation will be granted speaker status.

**SECURITY** - Participants are requested to carefully complete all required fields and to provide their mobile phone numbers. When joining the virtual sessions, participants will be checked against the registration list and if a participant's identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons.

## REGISTRATION PROCESS FOR OBSERVERS

Upon written application, which expresses a manifest interest, observer status for PCB meetings may be granted by the Executive Director, in consultation with the chairperson of the PCB, to any Member State of any of the Cosponsoring Organizations, and any intergovernmental or nongovernmental organization ([UNAIDS Modus Operandi: item 12](#)).

Requests for observer status should be sent by email to [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org) **no later than the deadline of Friday, 5 June 2020**.

**REGISTRATION PRE-MEETINGS** - If Observers would like to take part in any of the pre-meeting sessions, please submit your request the latest by **Wednesday, 27 May 2020**, in parallel with the official registration on the UNAIDS website: <http://pcbregistration.unaids.org/>

Once observer status has been granted, Member States and organizations will receive an email notification confirming the registration. Registered participants will also receive a link for testing their connectivity with Interprefy. A week is necessary for Interprefy to complete an IT and security check with all meeting participants.

**REGISTRATION LIMITATIONS** - Due to the technological limitations and security concerns that accompany a virtual meeting, registration to the meetings will be limited to **two (2) speakers** and **two (2) listeners** for Member State Observers, NGO Observers, and Intergovernmental Organizations. Exceptions will be granted on a case-by-case basis in consultation with the PCB Chair and the UNAIDS Executive Director. For observer delegations with fewer than three members participating, all members of the delegation will be granted speaker status.

**SECURITY** - Participants are requested to carefully complete all required fields and to provide their mobile phone numbers. When joining the virtual sessions, participants will be checked against the registration list and if a participant's identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons.

## DOCUMENTS

The UNAIDS Programme Coordinating Board page on the UNAIDS website provides easy electronic access to all meeting documents that will be posted on the web during the month of May and June 2020 in English and French: <https://www.unaids.org/en/whoweare/pcb/46>

Participants are encouraged to consult the documents on the website and download if needed.

Various UNAIDS publications are available on the [UNAIDS web site](#).

## PRE-PCB VIRTUAL MEETING SESSIONS ON PCB AGENDA ITEMS

Informal sessions to address specific agenda items will be organized prior to the virtual meeting by the PCB Chair between 3-17 June 2020. At these pre-meeting sessions, the Secretariat and other agenda item leads will provide detailed presentations and overviews of their papers and the proposed decisions so that PCB participants may be acquainted with the content, seek clarification on any issues, and consider the proposed decision points.

The pre-recorded presentations for each agenda item will be made available to the registered participants on a shared platform.

The rules of procedures, timeline and subject of the informal pre-PCB meeting sessions has been shared on the UNAIDS website in advance of the virtual PCB meeting and the pre-meetings ([UNAIDS/PCB \(46\)/20.3](#)).

The pre-PCB meeting sessions will take place each time at 13:00-16:00 (Geneva time) to accommodate participants from different time zones.

### Annex 1: Consolidated Timeline for the 46<sup>th</sup> PCB Meeting

Timeline for the 46 <sup>th</sup> PCB Meeting	
Date	Item
Wednesday, 3 June 2020	Discussion on UNAIDS Strategy beyond 2021
Tuesday, 9 June 2020	Discussion on oversight items: Update on Human Resources Management Issues, Update on the Implementation of the Management Action Plan, Statement by the Chair of the UNAIDS Staff Association, and Organizational Oversight reports
Thursday, 11 June 2020	Discussion on Task team on community-led responses and PCB Working Group on follow-up to the JIU Review
Tuesday, 16 June 2020	Discussion on UBRAF
Thursday, 18 June 2020	Pre-PCB Missions Briefing
Friday, 19 June 2020	Requested date to submit pre-recorded statements and amendments to decision points

## ACCESS TO THE ACTUAL PCB VIRTUAL PLENARY SESSIONS AND IDENTIFICATION

Registered participants will be able to access the virtual sessions using the Interprefy video conferencing application.

Instructions on how to use the new platform will be shared using the following link: [https://www.unaids.org/en/resources/documents/2020/user\\_guide\\_interprefy](https://www.unaids.org/en/resources/documents/2020/user_guide_interprefy)

IT support for the installation and testing of the Interprefy platform will be made available a week prior to the scheduled PCB meeting and pre-meetings.

Participants are encouraged to visit the above link on a regular basis. Updated information may be added.

## TECHNICAL REQUIREMENTS AND ASSISTANCE FOR PARTICIPANTS / IT CLINIC

All registered participants will receive detailed instructions for downloading the video-conferencing application for accessing the virtual venue. A separate guide with detailed instructions will also be posted on the UNAIDS web site shortly.

Participants are encouraged to consider the following tips for remote speakers:

- Prefer the use of ethernet connection over WiFi;
- Turn off sound notifications (emails, WhatsApp, etc.);
- Participate from indoors and eliminate background noise by closing doors and windows;
- On video, ensure that you have a solid colored background and that any visual distractions are kept to a minimum;
- Preferably use individual headsets with high quality microphones; avoid moving the microphone during the virtual sessions; avoid using a Bluetooth headset;
- Mute the microphone when not speaking, ensure your location is as soundproof and echo-free as possible.

## DELIVERING STATEMENTS AND SPEAKING IN PLENARY

To ensure the smooth running of the shortened virtual meeting, PCB members and observers will be invited to submit a pre-recorded written or video statement in advance of the meeting. These statements will be made available to registered participants on a secure website.

To facilitate discussion and to ensure accurate interpretation and a precise report, participants are requested to send their pre-recorded presentations, statements and comments in any of the six official languages of the UN to: [PCBGovernance@unaid.org](mailto:PCBGovernance@unaid.org) no later than **Friday, 19 June 2020**. Due to time constraints, we would appreciate submissions in English or French, and as early as possible to inform the pre-meetings starting on Wednesday, 3 June 2020.

When deemed necessary by PCB participants to supplement their pre-recorded written or video statements, PCB participants will be invited to provide brief interventions during the virtual meeting. To adhere to the strict timing of the meeting, members and observers will be given **a maximum of two minutes** to make their interventions. Those speaking on behalf of a constituency will be given **three minutes**. Timing will be regulated using virtual “traffic lights” which will count down the allowed minutes for each speaker.

Delegates will be able to ask for the floor during the virtual sessions either by using the “raise hand” feature or through the chat function of the virtual meeting application.

Delegates are requested to deliver statements at a normal speaking pace. Rapid delivery risks impeding clarity and accuracy in interpretation.

## DECISION MAKING

As indicated in the PCB paper, *Reorganisation of the 2020 UNAIDS PCB meetings in view of the COVID-19 crisis* ([UNAIDS/PCB \(46\)/20.2](#)), the virtual meeting will prioritize simple decision making given the difficulties and inequities of online negotiations.

To facilitate consensus on decision making, the pre-meeting sessions will provide an opportunity to raise and address concerns regarding the decision points proposed in the PCB papers.

If necessary, a drafting session, held on the Interprefy platform, may be held at the end of the first day of the PCB to reach consensus on the decision points. Drafting documents will be shared on the secure website, available to all registered participants. Drafting sessions are limited to PCB members (elected twenty-two member states, Cosponsors, and the NGO delegation).

Please consult the paper on “*Modalities and Procedures for the 46<sup>th</sup> UNAIDS virtual meeting*” ([UNAIDS/PCB \(46\)/20.3](#)) for further details.

## SECURITY

While completing the online registration, participants are requested to carefully complete all required fields and to provide their mobile phone numbers. When joining the virtual sessions, participants will be checked against the registration list and if a participant’s identity and affiliation cannot be confirmed, that participant will be disconnected for security reasons.

Participants are also requested to remain connected for the full duration of the sessions, even during the breaks, as additional security checks are required for each connection.

## QUESTIONS

REGISTRATION: [PCBRegistration@unaids.org](mailto:PCBRegistration@unaids.org)

INTERPREFY / IT: [PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)

DISTRIBUTION OF PUBLICATIONS/DOCUMENTS TO THE PCB:  
[PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)

WRITTEN OR VIDEO STATEMENTS: [PCBGovernance@unaids.org](mailto:PCBGovernance@unaids.org)